

Gaithersburg International Book Festival
*Saturday, March 22, 2003 * 10 a.m. – 4 p.m.*

Gaithersburg International Book Festival

Discover the Adventures of Reading!



Join us again, or for the first time, to celebrate the value of reading and literacy for all!

As an author, book distributor or publisher your literature will garner maximum exposure through a booth at the 6th Annual Gaithersburg International Book Festival!



Gaithersburg
A CHARACTER COUNTS! CITY

City Officials:

Sidney Katz, Mayor

Geraldine E. Edens, Council Vice President

Stanley J. Alster, Council Member

Henry F. Marraffa, Jr., Council Member

John B. Schlichting, Council Member

Ann T. Somerset, Council Member

David B. Humpton, City Manager

Activity Center at Bohrer Park, Summit Hall Farm
506 South Frederick Avenue, Gaithersburg, MD 20837
www.ci.gaithersburg.md.us
301-258-6350 ext. 173

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The City of Gaithersburg would like to welcome you to participate in one of our literary community's most exciting events! The Gaithersburg International Book Festival is an opportunity to celebrate the value of reading and literacy to all the cultures of the world.

Since 1998, the City of Gaithersburg has hosted this much anticipated community event, which draws thousands of people from across the region. Our audience draws not only from the Gaithersburg community, but also the Metropolitan and Baltimore regions. As an author, book distributor, or publisher, your literature will garner maximum exposure through a booth at the Gaithersburg International Book Festival.

This year, our theme is Discover the Adventures of Reading! Our goal is to encourage young readers to discover all the great works and writing styles of many different genres. We hope you can foster this idea within your own booth.

I sincerely hope you will participate in this exciting community event. Please call if you have any questions or would like to reserve your space at the event. I look forward to meeting you at the Festival.

*Karen Eader
Arts Program Coordinator, Cultural Arts Program*

What should you expect at the Gaithersburg International Book Festival?

- *Music & Food*
- *Complimentary Coffee Service for Vendors and VIP's*
- *Display of High School & Middle School Students Writing & Poster Contests*
- *Storytelling; Puppet Shows; Children's Arts & Crafts Activities*
- *Books of all Genres; Authors & Illustrators signing their books & visiting with patrons*
(Discounts are available for vendors who bring authors/illustrators to sign their books)
- *And More!*

New: Ensure your booth is seen & participate in our trick or treat activity! For a nominal fee we will supply you with goodies (stickers, pencils, erasers, etc) to hand out during the day. Children create their own special goodie bag at our arts & crafts booth then travel to each booth picking up their treat! Also new this year: to create a more festive atmosphere we will use canopies as booths in our exhibit hall. Canopies will be assigned first to sponsors, special activities, & then to vendors in order of exhibit approval.

Hotel Information: The Gaithersburg Hilton is located 1.9 miles from the Activity Center at Bohrer Park. Call (301) 977-8900 for reservations. Other nearby hotels include: Holiday Inn (301) 948-8900, Marriott Hotels & Resorts (301) 590-0044, Comfort Inn (301) 330-0023, & Courtyard by Marriott (301) 670-0008.

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Registration Form Due Before February 21, 2003

Please type or block print

Name: _____

(As it should appear in program)

Representative's Name: _____

Mailing Address: _____

City, State and Zip: _____

Daytime Telephone: _____ Fax: _____

E-mail: _____ Brief Description of items being sold or displayed in your booth:

Please check the appropriate box and total your selections:

I am a:

- | | |
|---|-------|
| <input type="radio"/> Independent Author/Illustrator/Entrepreneur | \$60 |
| <input type="radio"/> Bookstore/Merchandise | \$150 |
| <input type="radio"/> Publisher | \$260 |

And, I would like the following:

- | | |
|--|----------------|
| <input type="radio"/> One 10' x 10' space with one 6' draped table and two side chairs | \$N/A |
| <input type="radio"/> One 10' x 20' space with two 6' draped tables and four side chairs | \$50 |
| <input type="radio"/> Electricity | \$15 |
| <input type="radio"/> Goodies for the Trick or Treat in March Activity | \$TBD |
| TOTAL..... | \$_____ |

Discount if:

- | | |
|---|----------------|
| <input type="radio"/> Bringing one author/illustrator to sign/demonstrate at my booth | \$(20) |
| <input type="radio"/> Bringing two authors/illustrators to sign/demonstrate at my booth | \$(30) |
| ADJUSTED TOTAL | \$_____ |

- ☐ Yes, I have read, signed, and dated the Exhibitor's Facts & Regulations contract, and have forwarded it along with my registration.

Payment will be made by:

☐ Check: Payable to City of Gaithersburg. Exhibitor's name & telephone number must be on check as well as IBF written in the memo field.

☐ Cash ☐ Credit Card

Credit Card Information:

☐ Master Card ☐ Visa ☐ American Express

Credit Card # _____ Exp. Date _____

Signature _____

Payment Options:

Call 301-258-6350 or Fax 301-948-8364 to reserve your space and/or give credit card information, or Mail or Hand Deliver to the attention of the International Book Festival Coordinator at the Activity Center at Bohrer Park, Summit Hall Farm, 506 S. Frederick Avenue, Gaithersburg, MD 20837.

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Exhibitor's Facts & Regulations Contract

Applicant is referred to as "Exhibitor" & the Gaithersburg International Book Festival (IBF) (sponsored by the City of Gaithersburg's Cultural Arts Committee) is referred to as GCAAC or "City".

Booth Package includes: 10' x 10' space; one 6' draped table; two side chairs; copies of program, general overhead illumination, & free parking.

Installation and Dismantling: Set-up hours are from 7:30 – 9:30 a.m. on Saturday, March 22, 2003. All exhibits must be completely installed by 10 a.m. If the exhibit is not set up by 10 a.m., GCAAC has the right to make use of the space as deemed necessary or appropriate. No refund will be made to the original contracting exhibitor. Exhibitors may not begin to dismantle before 4 p.m. & must be completely dismantled by 5 p.m. If an exhibit is not removed by 5 p.m., GCAAC has the right to remove the exhibit and charge the expense to the exhibitor.

Space Assignment: Space will be contingent upon City approval, receipt of application, and full payment. Refunds will be made in full to potential exhibitors whose application is rejected by the City. The GCAAC may change the placement or orientation of spaces. All applications are subject to the City's terms for the exhibit premises.

Shipping: Merchandise may be shipped to the Activity Center no earlier than 6 weeks before the IBF. City assumes no financial liability for items lost in shipping or during the time merchandise is at the Activity Center.

Character of Exhibits: The GCAAC reserves the right to make the final determination of the appropriateness of a particular vendor's product or service. Products or services determined to be inappropriate for this family activity will be removed. Vendors may not sell, promote, or otherwise discuss products or services, which would be inappropriate for display at the IBF. Violation of these guidelines can result in sanctions up to expulsion from the IBF and other City activities. Vendors may request from the IBF coordinator in writing, exceptions for their products or exhibits prior to the IBF.

Payment and Provision in Case of Default: If any exhibitor fails to pay or shall fail to abide by these regulations, the City reserves the right to terminate this contract immediately without refund of any monies previously paid.

Exhibit Space Cancellation: Cancellations of exhibit space or reduction of reserved booth space must be directed in writing to the City. Refunds of fees will be made at the discretion of GCAAC. Fees include a non-refundable deposit of 20 percent. Contracts canceled before February 21, 2003 will be refunded at a rate of 50 percent of exhibitor's total fee. In no case, however, will any refunds be made after March 3, 2003. In case of fire, inclement weather, or any other causes beyond the control of the City from opening the IBF, the City will refund all fees paid on a pro-rated basis (after deducting any costs which have been incurred) and, will not be responsible for consequential costs or damages.

Subletting Exhibit Space & Prohibited Uses: Exhibitors may only exhibit, distribute literature, or represent products & services in accordance with those detailed in the exhibit application. Exhibitors are prohibited from assigning or subletting a booth or any part of the space allotted to them without written consent from the IBF sponsor. Nor shall they exhibit or permit to be exhibited in their space any merchandise or advertising materials which are not a part of their own regular products. Nor may they display products of manufacturers whom they represent solely for the duration of the IBF.

Unauthorized Activities: Activities in any exhibit space that are contrary to law or the regulations of the IBF, or which will disturb exhibitors in the immediate area, are prohibited & constitute grounds for termination & removal of exhibit without refund. Only duly-registered exhibitors & their duly-registered employees are permitted to display or demonstrate any products, processes or services, solicit orders, or distribute advertising, promotional, or other materials at the IBF. Exhibitors shall not enter the exhibit of other exhibitors without invitation, and may not solicit a visitor from one exhibitor to its own. Each exhibitor shall remain

within its own exhibit space in distributing literature, product samples, or other materials or conducting any promotional or other activities. Exhibitors may not dispense food or beverages of any type from their exhibit space.

Fire Regulations: All exhibitors shall abide by all state or local fire regulations including but not limited to: storage and/or booth construction shall not block access to any fire/life safety equipment & shall not impede exit access, exit doors or aisles.

Liability: It is agreed that the City & Activity Center, their officers, directors, employees & agents shall not be liable for any loss, damage or injury to exhibitor's property contained in the exhibit, or injuries to exhibitor's employees, agents, or other persons. No matter how sustained, from fire, theft, accident, or other causes; provided, however, that such loss, damage, or injury did not result from the willful misconduct of the City or Activity Center, their officers, directors, employees, or agents. Exhibitor agrees to indemnify and hold harmless City and Activity Center against all claims arising out of or connected with exhibitor's participation in this exhibit.

Insurance: Exhibitor is solely and fully responsible for his own exhibit material & should insure his exhibit against loss or damage from any cause whatsoever. All property of an exhibitor is understood to remain in its care, custody, and control in transit to or from or within the confines of Activity Center. Exhibitors desiring to insure their exhibits, merchandise & display materials against theft, fire, etc., must do so at their own expense. It is suggested by City that exhibitors contact their insurance brokers, who can secure an exhibit rider policy which will provide risk insurance covering all exhibit property while absent from home premises for exhibition purposes. Exhibitor shall carry comprehensive general liability coverage, including premises, operations & contractual liability coverage of at least \$1,000,000 per personal injury liability, and \$1,000,000 for property damage liability, and stationary Workmen's Compensation with Employer's Liability with a limit of at least \$100,000. Certificates of insurance shall be furnished if requested by the City.

Use of Space - Lights, Audio, Etc.:

- A. No spotlight may be directed toward the aisles or so directed that it proves to be irritating or distracting to exhibit booths or guests.
- B. Drop lights or special lighting devices must be hung at a level or positioned so as not to prove to be an irritant or distraction to exhibit booths or guests.
- C. No strobe light effects are permitted.
- D. Placement of items must not interfere with foot traffic flow.
- E. Loud speakers or operation of equipment which is of sufficient sound volume to be annoying to neighboring vendors or guests is not permitted.
- F. Any audio system or electronic device producing an irritating or intermittent or sequential sound that attracts attention to an exhibit is not permitted. The distribution of noisemakers such as whistles, horns, crickets, etc., is prohibited.
- G. Models must be properly and modestly clothed. No excessively revealing attire will be permitted.
- H. Use of so-called barkers or pitchmen is prohibited.
- I. All exhibits shall be adequately staffed during the IBF hours.

Amendments: Any & all matters not specifically covered by the preceding regulations shall be subject to the determination of the GCAAC. GCAAC shall have the full power to interpret, amend, & enforce these regulations, provided reasonable notice of any amendments is provided to the exhibitors. Each exhibitor, for itself and its employees, agents, and representatives, agrees to abide by the regulations. Upon receipt, please sign, date and return the contract. **I have read the Exhibitor's Facts & Regulations, and agree to abide by all the regulations stated in the contract.**

Signature

Date

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